

Berkeley County Government

JOB OPENING-EXTERNAL POSTING

MAINTENANCE/SERVICE TECH 3-COOK (PS100449)

DEPARTMENT: DETENTION CENTER

JOB SUMMARY/ESSENTIAL FUNCTIONS: Participates in the planning and cooking of meals for large numbers of inmates. Monitors inmate staffing in the kitchen and laundry areas to ensure safety procedures are followed. Assists in receiving, checking and inspecting all kitchen deliveries. Provides work direction to inmates and assists in the proper methods of washing dishes, pots, pans, utensils and kitchen equipment as well as cleaning the walls and floors of the kitchen area. Monitors the inventory of supplies necessary for the operation of the kitchen and laundry areas. Performs other duties as assigned.

QUALIFICATIONS:

Must be at least (18) years of age.

H.S. graduation or equivalent and one (1) year related experience.

Ability to read and write.

Applicant is responsible for submitting a 10-year driving record (dated within 12 weeks prior to position closing date) with the application. You may download SC drivers records from the South Carolina Department of Motor Vehicles website at www.scdmvonline.com or pick up an official copy at any SC DMV branch.

Departmental testing may be administered during interview.

Completed degree(s) beneficial to position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one is not on file.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must frequently lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing.

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

Thirty-seven and one half (37.5) hours per week. Flexible hours. Some weekend work will be included. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

Please contact the Human Resources Department at 1003 Highway 52, Moncks Corner, SC (719-4163); Charleston (723-3800 ext. 4163), St. Stephen (567-3136 ext. 4163) for an application or visit our website at www.berkeleycountysc.gov

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

Maintenance/Service Tech 3 - Grade C10

Entry Level Bi-Weekly Rate of Pay: \$839.34-\$965.24

Date of Posting: 03/20/09

Re-posted: 06/29/09

*****ATTACHMENTS FOR SHERIFF'S OFFICE/DETENTION CENTER MUST BE COMPLETED*****

Qualified employees of Berkeley County Government will be given priority consideration for position vacancies. Human Resources will post this position for a minimum of three days. The posting can be withdrawn after three days depending on the number and quality of applications received.

REQUIRED DOCUMENTS ARE NECESSARY TO COMPLETE THE APPLICATION PROCESS